

JOB TITLE: Deanery Administrator

Job Profile	
Title	Deanery Administrator
Reports to	Area Dean (day to day line management) There is a shared management responsibility for the Deanery Administrator between the Area Dean and the Executive PA to the CE at Jubilee House.
Location	Home Based
Basis of employment:	Permanent
DBS check required? (Yes/No)	No
Special conditions of employment	
Date written/updated	July 2025

Purpose of Role
<p>The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage.</p> <p>The Deanery Administrator will be an integral part of the Deanery, supporting the delivery of the Diocesan vision with efficient administration and by providing high-level administrative and executive support for the Area Dean, the members of the Deanery Leadership Teams/Standing Committees (DLT/SC) and the wider Deanery.</p>

Key Relationships
<p>The Area Dean, the Lay Chair, the Deanery Treasurer, DLT/SC, Deanery Chapter, clergy and lay leaders of the Deanery, Deanery Synod members, Deanery PCC Secretaries, staff at Jubilee House, and all who are in contact with the Deanery office.</p>

Principal Tasks
<ul style="list-style-type: none"> • develop, maintain and run the Deanery office, ensuring the highest quality of reception by email, telephone and for personal callers • act as the communications hub between the Area Dean (AD), Lay Chair (LC), the DLT/SC and wider Deanery • oversee and coordinate all administrative functions of the Deanery office, including provision of administrative support to the AD, the wider DLT/SC, Chapter and any Deanery project groups • attend the DLT/SC meetings, as and when required • organise/co-ordinate Deanery-wide events, meetings and activities

- develop, maintain and continuously update the deanery's online presence (including the Diocesan website, Facebook and Twitter)
- communicate regularly and effectively via email, social media, self-designed publicity, promoting deanery events, as directed by the Area Dean
- provide support, advice and assistance as necessary to parishes in vacancy
- co-ordinate funeral and service cover for the parishes within the Deanery
- act as secretary to the Deanery Chapter, Deanery Synod and DLT/SC, including assistance in the preparation of agenda and minutes and the circulation thereof to members when the role is vacant or responsibilities have been delegated
- maintain Deanery information on the Diocesan Contact Management System (CMS)
- maintain clear systems of record keeping, managing electronic files, fast retrieval of information, back-ups and GDPR compliance
- keep up to date with all training required to fulfil the duties of the role and attend the regular Administrators' meeting with colleagues from Jubilee House
- Undertake any other duties as requested by the Area Dean, or to a member of the DLT that the AD has delegated authority to for a specific task

NB: in certain Deaneries, the co-ordination of funeral/service cover may be undertaken by the Area Dean

Person Specification

Essential:

- Excellent administrative skills and proven organisational ability
- Self-starter and self-motivated with a proactive approach
- Able to take initiative and decisions, as delegated by the Area Dean
- Effective written and oral communication skills
- Committed team player
- Ability to interact sensitively with a diverse range of individuals and deal with conflict
- Ability to maintain confidentiality
- Good working knowledge of Microsoft Office including Outlook, Word, Excel, PowerPoint, and Access
- Minute taking experience
- Willingness to receive training as appropriate
- Patience and understanding

Desirable:

- Working knowledge of the Church of England, both its public worship and organisational structure, and in sympathy with its mission and aims
- Knowledge of the deanery and its parishes
- Good working knowledge of Adobe Dreamweaver (or equivalent web-design package) and familiarity with Microsoft Publisher
- Confidence in using social media

Terms of Employment	
Work pattern	<p>Standard working hours are 20 hours per week.</p> <p>Flexible working essential according to the needs of the role and responsibilities</p>
Salary	Starting salary £22,425 per annum, pro rata
Holiday	25 days per annum, pro rata
Probation	6 months
Special Conditions	N/A